

Record Review

The season for selection boards is here! Please ensure that your record accurately represents you before your board. Common items requiring correction are an outdated full-length photograph, missing FITREPS, and missing awards and/or certifications. With ODC/PSR information readily accessible through BUPERS On-Line at www.bol.navy.mil, it's very easy to view your record and see what needs to be updated. If you get within six months of your prospective board, you will need to send a letter to the President of the Board to ensure that any changes will be seen by the board. Your detailer may assist if you need additional guidance.

Professional Registration

Registration as a professional engineer (PE) or registered architect (RA) is an important career milestone for Civil Engineer Corps officers. Professional registration is a prerequisite for membership on many facility design and construction contract selection and negotiation boards. It is also important since much of the professional work force you will lead are registered. Your assignment options may be limited without registration. Lastly, registration is an evaluative factor considered by selection boards.

For non-registered architects, the Intern Architect Development Program Instruction (NAVFACINST 1520.8D) outlines the process to get the board experience required for registration. For officers who will be taking the PE exam, check with your local Navy Campus for details on tuition assistance for a PE review course.

If your registration (PE, RA, or Engineer-in-Training) is not shown on your record, fax a copy of your certificate to your detailer at DSN 882-2681 or (901) 874-2681.

Acquisition Courses and Certification Levels

Over 70 percent of the CEC CAPT billets require Acquisition Professional Community (APC) membership. Completion of acquisition courses, acquisition certification level attainment and membership in APC will help you maintain flexibility for your next set of orders as well as strengthen your professional record. Many LCDR and junior CEC billets are acquisition coded, which will allow you easier access to acquisition courses. The training representative at your Public Works Center or Engineering Field Division/Activity can assist you in getting course quotas.

There are three required actions to ensure that your acquisition credentials are properly documented:

- As you complete acquisition courses, course completion certificates should be faxed to Naval Facilities Contract Training Center (NFCTC) at (805) 982-1414 for inclusion in your transcript.
- Once you meet certification requirements, complete the certification level request and fax to BUPERS 4413D at DSN 882-2681 or (901) 874-2681.

- If you are a LCDR or senior and Level II or III certified, apply for APC membership. The board meets semi-annually to consider officers for membership.

The CEC Detail Office Homepage contains sample applications for certification levels and APC membership.

Submit Your Duty Preferences

Your detailers can best work with your needs if they know your preferences. Shortly after arriving at a new duty station, submit an e-mail to your detailer regarding your preferences. If short fuse requirements arise, the detailers will know your preferences and be better equipped to meet your personal and professional needs.

Warfare Qualified Line Officers Wanted!

The Civil Engineer Corps has openings for officers who are seeking new challenges. The next Board will meet in May 2003, to consider officers for redesignation. This board will select 10-15 qualified officers. MILPERSMAN 1212-010 provides application guidelines and another notification will be made via NAVADMIN. Applications must be received by Navy Personnel Command (PERS-801G) at least 60 calendar days before the board meets. Interested officers should meet the following criteria:

- Highly motivated warfare qualified officers with strong performance provide optimum qualifications for CEC. Any designator is eligible.
- ABET accredited engineering or NAAB accredited architecture degree.
- Engineer-in-Training/Fundamentals of Engineering certificate is desirable but not required.
- Officers should have less than six years of commissioned service.
- Letters of recommendation from CEC Officers are encouraged if possible.

Contact P-4413D at (901) 874-4034 for more information.

CEC on the Web

If you've been through a PCS move in the last FY, please complete the PCS Feedback Sheet at www.bupers.navy.mil/pers4413.

If your official email has changed, please visit www.navfac.navy.mil/cec-list/active.cfm to update.

Don't forget about the new U-Ask-NPC tool to help with Personnel Administration Issues available at 1-800-U-ASK-NPC or on the www.bupers.navy.mil site – it's very helpful!

Please visit the CEC Accessions page at www.cec.navy.mil and our Detailer page at www.bupers.navy.mil/pers4413 and provide an email to p4413d@persnet.navy.mil if you have any suggestions for improvement.